

Effective Date Statewide: 09/06	Revision Date:
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TRUST CHECK WRITING

Description:

This procedure will assist a clerk issuing trust checks from the courts trust account.

Reference:

Accounting Manual

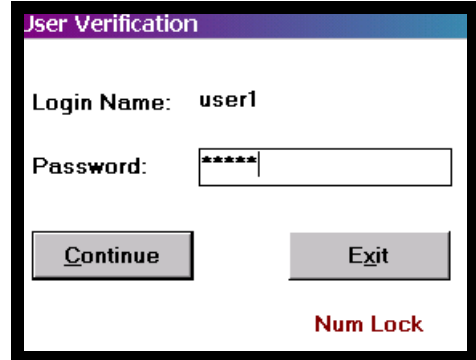
Overview:

Trust checks are issued from the courts trust account for restitution, attorney fees, overpayments, bail forfeitures/bail refunds.

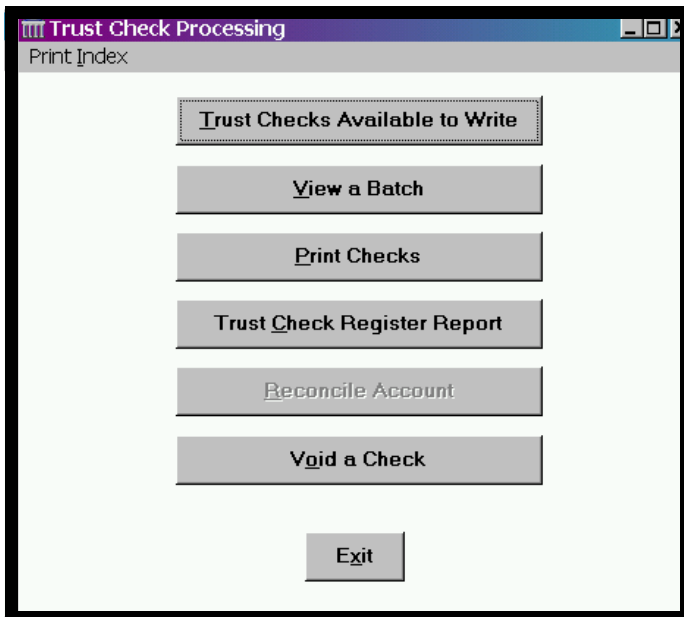
Procedure/Computer Entry

Trust Check Processing

Primary Menu > Accounting > Trust Check Processing



A small dialog box titled "User Verification" with a purple header. It contains a "Login Name:" label followed by the text "user1". Below it is a "Password:" label followed by a text box containing six asterisks "*****". At the bottom, there are two buttons: "Continue" and "Exit". Below the buttons, the text "Num Lock" is displayed in red.



A main menu window titled "Trust Check Processing" with a purple header. Below the title bar is a "Print Index" button. The main area contains a list of options, each in a button: "Trust Checks Available to Write", "View a Batch", "Print Checks", "Trust Check Register Report", "Reconcile Account", "Void a Check", and "Exit".

View a Batch	Allows the check to view a batch of checks that have been printed.
Print Checks	Tells the batch number and gives a list of checks that are being paid out.
Trust Check Register Report	This is a report that can be run by date, check numbers or by journals. This reports shows the checks that the court issued.
Void a Check	This allows a clerk to void a court check if it was issued to the wrong payee, returned in the mail, stale date, stop payment etc.

Select Trust Checks Available to Write

Print	Case	Check Stub Description	Last Pay Date	Payee	Amount to be paid	Amount available
<input type="checkbox"/>	045009625	Attorney Fees	10/7/2004	ME, TOO	40.00	40.00
<input type="checkbox"/>	041000525	Bail Refund	3/9/2005	MOUSE, MINNEY	35.00	35.00
<input type="checkbox"/>	041000002	Bail/Bond Refund	10/15/200	TEST DEL, TEST	250.00	250.00
<input type="checkbox"/>	045008395	Bail/Bond Refund	9/20/2004	CALENDAR, TEST2	3000.00	3000.00
<input type="checkbox"/>	055011068	Bail/Bond Refund	2/16/2005	CHECK, GOTCHA	230.00	230.00
<input type="checkbox"/>	040000030	Child Supprt/Alimony	4/8/2005	TEST, OVERPAYMENT	35.00	35.00
<input type="checkbox"/>	045009627	City Attorney Fees	10/7/2004	ME, ALSO	199.00	199.00
<input type="checkbox"/>	045000059	Civil Judgment	4/14/2004	WEASLEY, MOLLY	500.00	500.00
<input type="checkbox"/>	041000002	Forfeited Bail to FINE	10/15/200	ALBERT - Salt Lake Test	250.00	250.00

Sort

Trust Checks Available to Write Filter

This screen is used to select Checks older than 14 days or all checks available to write.

☒ Checks older than 14 days
☐ All Checks (no waiting for checks to clear)

Trust Types
 Case Number
 Payee

Filter by certain Trust Types, by Case Number or by Payee. To see the trust money on one case use case number, to display all amounts for one Payee, select the payee drop down. Select how the information is to be displayed then select **Enter**.

Monies may not be available if journal is not cut off.

Change Payee

This screen is used to change who the payee is on a check. The radio buttons are used to select a party from the case, use a common party, or make a new party. Select who the payee will be and the select **Enter**. The screen will go back to the Trust Checks Older than 14 days' screen

If more than one check is to be issued to the same payee, be certain to use the common party function so only one check is issued.

Change Payee

Case: 041000525 Original Payee: MOUSE, MINNEY

Change Payee to:

- ☒ Party on Case
- ☐ Common Party
- ☐ New Party

Last Name: _____ Dr. Lic. #: _____

First Name: _____ Residence #: _____

Address: _____ Business #: _____

City/St/Zip: _____ Fax #: _____

Birth Date: _____ Social Security Number: _____

Changing Payee will be logged in an audit file.

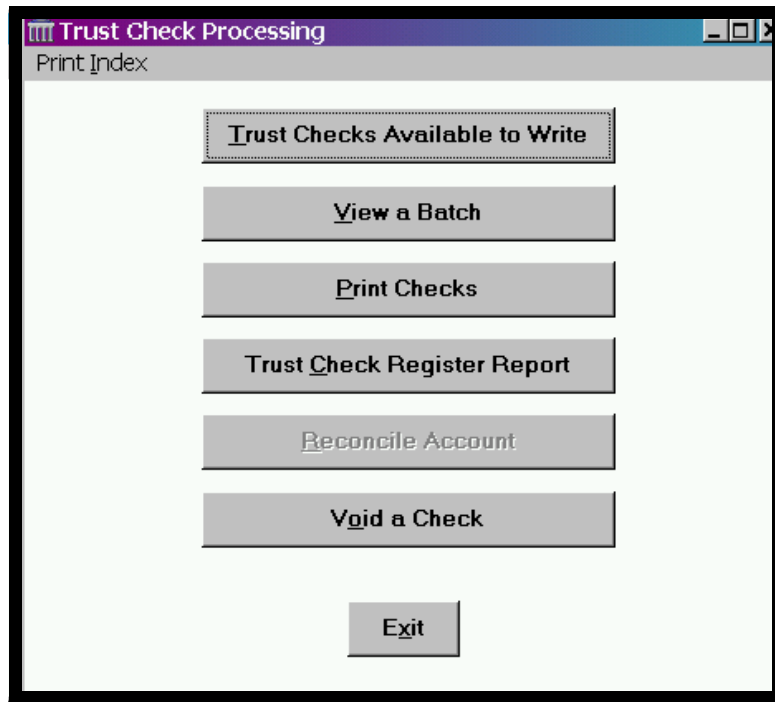
Once all of the checks have been selected and the batch is ready to be issued, Select Issue Checks. The following screen appears.



Write the batch number down. Select OK.

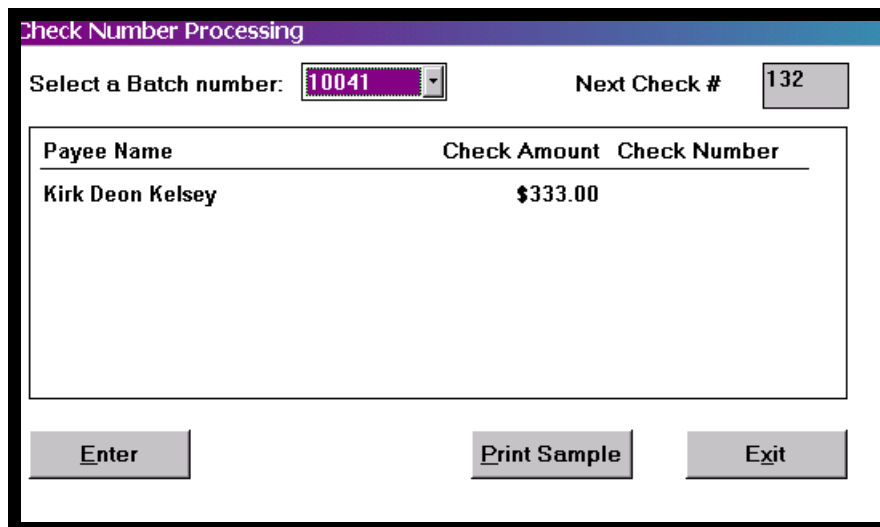
Exit out of the Trust checks older than 14 days screen.

Now select **Print Checks**



The "Trust Check Processing" window has a title bar with a purple gradient and standard window controls. Below the title bar is a menu bar with "Print Index". The main area contains a vertical stack of buttons: "Trust Checks Available to Write" (with a dotted border), "View a Batch", "Print Checks", "Trust Check Register Report", "Reconcile Account", "Void a Check", and "Exit" at the bottom.

The Check Number Processing Screen will appear. Make sure that the right batch number and check number are listed on this screen.



The "Check Number Processing" window has a title bar with a purple gradient and standard window controls. Below the title bar is a menu bar with "Print Index". The main area contains a vertical stack of buttons: "Trust Checks Available to Write" (with a dotted border), "View a Batch", "Print Checks", "Trust Check Register Report", "Reconcile Account", "Void a Check", and "Exit" at the bottom.

If the information on this screen is correct, select **Enter**. A black screen appears and text will scroll through.

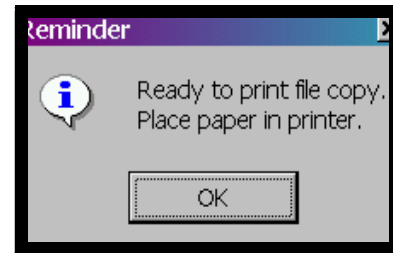
This is the next screen.
Place check stock in the printer.

Select OK



The Adobe Reader will appear on the screen, and the check should print. Close the Adobe Reader screen.

This will be the next screen to appear.



Select OK. An Adobe Reader screen will appear once again, and the copy of the check will print. Close the Adobe Reader screen.

If refunding, applying to revenue on a case or transferring to unclaimed property from trust without a case the check writer will have to refund, apply or transfer money from check writing.

A software window titled "Trust Without a Case Payout" with a purple header bar. It contains several input fields: "Defendant" with the value "TEST", "Payor" with the value "TEST", "Amount \$" with the value "100.00", "Tender Type" with the value "CASH", and "Reference Number" with the value "41279". Below these is a "Payout Option" section with three radio buttons: "Refund to Payor (or delink from a case)" (which is selected), "Apply to Revenue on a Case", and "Transfer to Unclaimed Property". At the bottom are two buttons: "Enter" and "Exit".